

Privacy Notice – Scottish Borders Council Pension Fund

Data Controller

Personal information will be processed by Scottish Borders Council Pension Fund (“The Fund”), Newtown St Boswells, TD6 0SA.

You can contact the Fund at:

Pensions Team, Scottish Borders Council, Old School Buildings, Newtown St. Boswells, TD6 0SA.

E-mail: pensions@scotborders.gov.uk

Telephone: 01835 825052/3

Data Protection Officer

The Data Protection Officer is Nuala McKinlay, who can be contacted using the contact number 0300 100 1800 or by email at dataprotection@scotborders.gov.uk

How we will use your information

We will use your personal information to manage the Scottish Borders Council Local Government Pension Scheme, including the administration of pension, ill health benefits, death in service benefits, refunds and transfers in and out of the Scheme for Fund members and their beneficiaries. We are committed to being transparent about how we collect and use that data and to meeting our data protection obligations.

What information we collect

The Fund collects and processes a range of information about you.

This includes:

Data collected	What this information is used for	Who has access to this information
Title	Used to maintain an accurate record. It can be used to ensure that correspondence is appropriately addressed	Pensions Team, Scottish Borders Council
Forename	Used to identify who the scheme member/pensioner is and to ensure that correspondence is appropriately addressed	Pensions Team, Scottish Borders Council
Middle Name	Used to identify who the scheme member/pensioner is and to ensure that correspondence is appropriately addressed	Pensions Team, Scottish Borders Council
Surname	Used to identify who the scheme member/pensioner is and to ensure that correspondence is appropriately addressed	Pensions Team, Scottish Borders Council
Address	Used to identify who the scheme member/pensioner is and to ensure that correspondence is appropriately addressed. Used with other data to identify who the scheme member/pensioner is	Pensions Team, Scottish Borders Council
Postcode	Used to identify who the scheme member/pensioner is and to ensure that correspondence is appropriately addressed. Used with other data to identify who the scheme member/pensioner is	Pensions Team, Scottish Borders Council
National Insurance Number	Used to fulfil statutory requirements. Used with other data to identify who the scheme member/pensioner is	Pensions Team, Scottish Borders Council
Date of Birth	This information is gathered to satisfy certain legal obligations in relation to scheme regulations. It is used with other data to identify who the scheme member/pensioner is.	Pensions Team, Scottish Borders Council
Gender	This information is gathered to satisfy certain legal obligations in relation to scheme regulations and the calculation of entitlement to partner's pension.	Pensions Team, Scottish Borders Council
Marital status	Used to maintain an accurate record.	Pensions Team, Scottish Borders Council

Payroll Number	Used as a unique identifier	Pensions Team, Scottish Borders Council
Employer's Pensionable Pay	Used to maintain an accurate record.	Pensions Team, Scottish Borders Council
Employee's Pensionable Pay	For the purpose of calculating entitlements	Pensions Team, Scottish Borders Council
Employee Contributions	For the purpose of calculating entitlements	Pensions Team, Scottish Borders Council
Employer Contributions	For the purpose of calculating entitlements	Pensions Team, Scottish Borders Council
Employment History	For the purpose of calculating entitlements	Pensions Team, Scottish Borders Council
Health Status	Used to identify whether a member is entitled to ill health retirement, and if so which tier. No details of any health condition is held by the Fund.	Pensions Team, Scottish Borders Council
Bank details	Used to pay pension	Pensions Team, Scottish Borders Council

How the Fund collects this information

We collect this information in a variety of ways, for example from details submitted by your employer and by you.

How long will we keep your data?

We require to keep your data for as long as is required for the proper administration of the Fund.

Who we may share your information with

Your information will be accessed by Fund staff who need to use it in order to allow the performance of the employment contract and to carry out the tasks described above.

We will also share your data with other third party obligations when legally obliged to do so.

We may share your data with our professional advisors to obtain advice and defend or pursue legal claims.

Your information may also be shared and analysed internally in order to provide management information, inform service reform and similar purposes to meet our duty to achieve best value and continuous service improvement.

In general the Fund does not transfer personal data outside either the UK or the European Economic Area (EEA) and on the rare occasions when it does so the Fund will inform you. The Fund will only transfer data outside the UK and the EEA when it is satisfied that the party which will handle the data and the country it is processing it in will provide adequate safeguards for personal privacy.

Your rights

Option 1

You have the right to request access to any personal data held about you by the Fund. You can also request that we restrict the use of your information or even object to any further processing. You can do this by contacting the Data Protection Officer using the contact details provided above. We will respond to your request within thirty calendar days.

For more information on your rights please visit the website <http://www.scotborders.gov.uk/DPYourRights> or if you would like a hard copy of this information, please contact us using the contact details provided above.

Option 2

For information on the rights you have over your personal data, please visit the website <http://www.scotborders.gov.uk/DPYourRights> or if you would like a hard copy of this information, please contact us using the contact details provided above.

How to raise a complaint

Option 1

If you are unhappy with the way the Fund has processed your personal data please contact the Data Protection Officer. If after raising your concerns with the Data Protection Officer you remain dissatisfied you have the right to complain to the Information Commissioner's Office (45 Melville Street, Edinburgh, EH3 7HL, Tel: 0131 244 9001, Email: scotland@ico.org.uk).

Option 2

Please visit the website <http://www.scotborders.gov.uk/DPYourRights> for information on how to raise a complaint if you are unhappy with the way the Fund has processed your data.

Decision-Making

The Fund does not use profiling or automated decision-making processes. Some processes are semi-automated (such as anti-fraud data matching) but a human decision maker will always be involved before any decision is reached in relation to you.